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ABSTRACT

Supporting performance objective 62 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on keeping a postage meter record book are included in this packet. (The packet is the fifth in a set of eight on performing mail activities--CE 016 912-919.) The student materials include information on keeping a postage meter record book and a check-out activity. The instructor's manual includes two pages of material to be duplicated for use with the check-out activity, and an answer key. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the eight packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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KEEP POSTAGE METER

RECORD BOOK

STUDENT'S MANUAL

Prepared by

Nancy Bostian

These materials support
Performance Objective 62 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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KEEP POSTAGE METER RECORD BOOK

INTRODUCTION

The postage meter record book is easy to keep. It is just a matter of remembering to record and total the readings of the ascending and descending registers each day. These figures show how much postage has been used and the amount of postage remaining in the meter.

INSTRUCTIONS

Read the Instruction Sheet and the objective stated below and complete the Check-Out Activity.

OBJECTIVE

Given a postage meter record book to maintain for one week, keep the postage meter record book, making daily entries in meter book. Performance must be in accordance with postal regulations.

LEARNING RESOURCES

1 READ Instruction Sheet I, KEEP POSTAGE METER RECORD BOOK.

2 REVIEW Postage Meter Record Sample.

3 CHECKPOINT – Complete Check-Out Activity.

INSTRUCTION SHEET I
Keep Postage Meter Record Book

1. A postal employee sets the meter when it is placed in use and enters in Columns (A), (B), and (C) of the Meter Register the ascending, descending, and total register readings. The date is entered also and the postal employee initials the line.

2. The meter user records the readings of the ascending and descending registers each day of operation. The U.S. Postal Service instructions suggest that these readings be recorded at the time the date is changed in the meter.

3. The total of readings columns (A) and (B) shown in column (C) must always agree with the last entry made by the postal employee at the time of setting.

4. Each time additional postage is purchased the meter register is presented to the postal employee who verifies that the total of readings (A) and (B) agree with the last entry in (C). The postal employee then makes new entries on the next blank line and initials them.

5. The completed meter register should be filed by the meter user for one year from date of final entry.

6. The register is presented with the meter if the meter is out of order. After the meter is examined, and postal adjustment is determined, the register will be returned to the meter user.

7. If the meter is not set within a period of six months, the meter and the register must be presented at the post office where it was set for examination and verification of register readings.

POSTAGE METER RECORD SAMPLE

Month of 19

Day	(A) Ascending Register	(B) Descending Register	(C) Total of Columns (A) and (B)
12-28	11027	7285	18312
12-29	11145	7167	18312
12-30	11559	6753	18312
12-31	11759	6553	18312
1-3	12014	6298	18312
1-4	12193	6119	18312
1-5	12528	5784	18312
1-6	12731	5581	18312
1-7	12902	5410	18312
1-10	14932	3380	18312
1-12	15405	2907	18312
1-13	17321	991	18312
1-14	17415	897	18312
1-17	17808	504	18312
1-17	17830	7982	25812 C
1-18	18123	7689	25812
1-21	19075	6737	25812
1-24	19217	6595	25812
1-26	2[illegible]	5[illegible]	25[illegible]

Ascending Register shows how much postage has been used.

Descending Register shows amount of postage remaining in the meter.

Note that more postage was purchased on January 17.

CHECK-OUT ACTIVITY

Using the material provided by your instructor, keep the postage meter record for one week.

1. Record amount of ascending register daily. This shows the total amount of postage used.
2. Record amount of descending register daily. This shows the amount of postage remaining.
3. Total these two amounts—they should equal the total entered at the last setting.
4. Postage was purchased on one of the days.
5. Report any discrepancies to the post office.

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INSTRUCTOR'S MANUAL

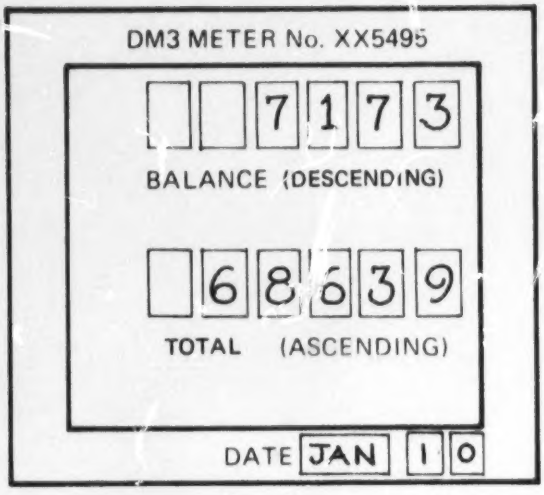
KEEP POSTAGE METER RECORD BOOK

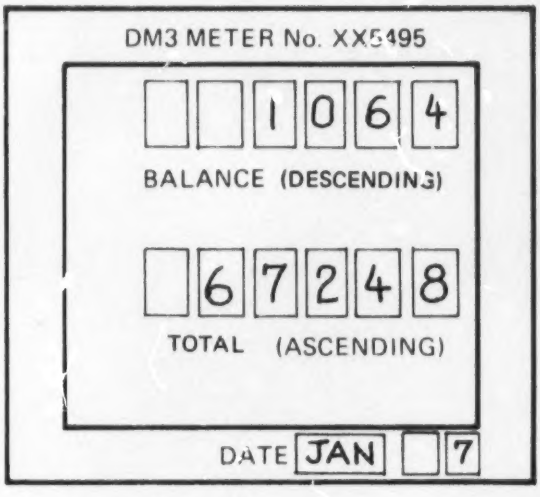
Duplicate copies of the record book on page 9 for each class member. Supply a copy and the Meter Readings on page 8 to the student when ready for the Check-Out Activity.

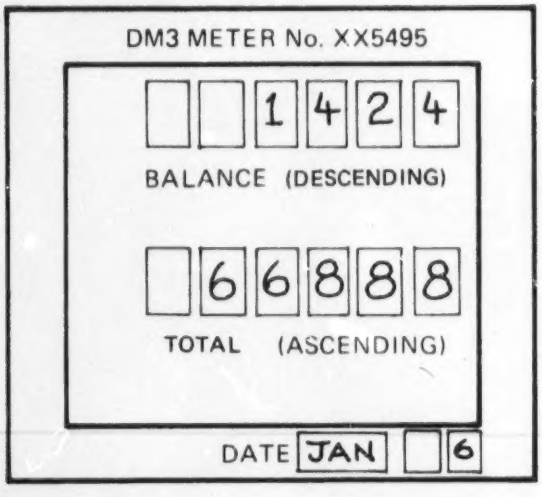
Supplies

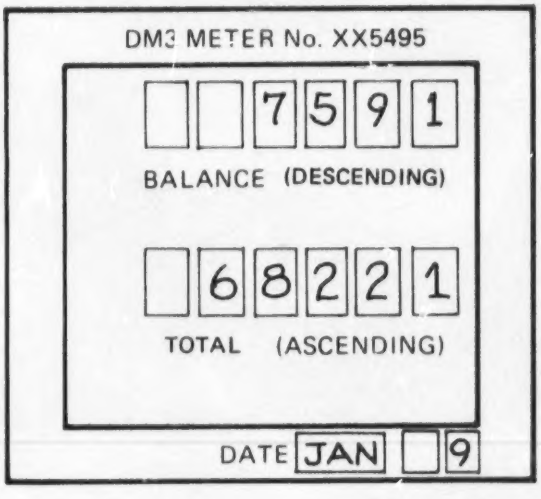
1. Meter Readings
2. Page from Meter Record Book
3. Key for daily record of meter register readings

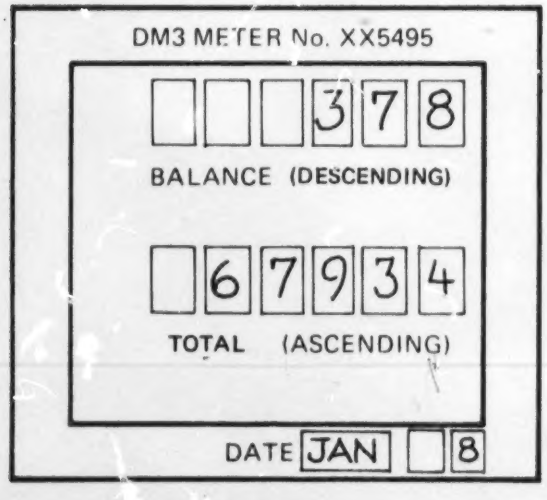
METER READINGS











U.S. POSTAL SERVICE
DAILY RECORD OF METER REGISTER READINGS

Month of 19

Day	(A) Ascending Register	(B) Descending Register	(C) Total of Columns (A) and (B)

INSTRUCTOR'S KEY FOR DAILY RECORD OF METER REGISTER READINGS

Month of 19

Day	(A) Ascending Register	(B) Descending Register	(C) Total of Columns (A) and (B)
1-6	66888	1424	68312
1-7	67248	1064	68312
1-8	67934	378	*68312M
1-9	68221	7591	75812
1-10	68639	7173	75812

* Meter carried back to P.O. for additional postage.